

Approved For Release 2000/04/14 : CIA-RDP78-03568A000500170025-1

Memorandum • UNITED STATES GOVERNMENT

TO : Wage and Classification Division

DATE: 26 October 1953

FROM : Comptroller

SUBJECT: Reclassification of Position of Chief, Accounts Branch, Finance Division

1. The position of Chief, Accounts Branch, is presently classified, GS-13. This grade was approved 24 April 1950 on the basis of the responsibilities then required to be discharged by the incumbent of the position. Since that time, due to the expansion in volume, scope, and variety of Agency activities, installation of more formalized and complex Agency accounting policies and procedures, and broader coverage of operations and accounting control of assets, the level of responsibility of the position is much higher and requires that it be filled with a person having much broader knowledge and experience in accounting and administration of accounting systems than was required at the time the present grade of the position was assigned.

2. The full and complete implementation of improvements made and contemplated in the Agency's accounting system requires that "key positions" such as the Chief, Accounts Branch, Finance Division, be filled by "top notch" men who have high technical qualifications and broad, major experience in the commercial as well as governmental fields. Although the present personnel of the Accounts Branch possess high technical qualifications, we do not feel that any member of the present staff has the broad background necessary to enable him to completely and adequately discharge the full responsibilities of the position as described herein. Accordingly, it is not our intention to promote the present Chief or any other member of the Accounts Branch if the reclassification of the position is approved. Therefore, it is requested that discussion of the position be limited to the undersigned, the Deputy Comptroller or the Chief, Finance Division.

3. Attached is a proposed revision of the job description for the position of Chief, Accounts Branch, Finance Division. It is requested that an appropriate survey of the position be made and that reclassification to GS-14 be approved.

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for E. R. SAUNDERS

Attachment

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10/28/53

KCT

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